

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Records & Information Clerk****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains all records from the major departments of the City, including the Mayor, City Clerk, City Manager, and City Attorney's office. Provides convenient and accurate information and proper access to files. Locates, researches, retrieves, and provides documents/data regarding certain records.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Maintains records by tracking files that are checked out, transporting files to various departments, arranging files and filing in the correct order, researching and retrieving information from file drawers, laserfiche or microfilm, and preparing documents to be scanned by laserfiche.
2	L	Provides customer service by teaching citizens to use equipment, making copies of files and distributing information to citizens, and answering and directing telephone inquiries.
3	M	Performs related duties by troubleshooting computer problems, moving files to different locations, assisting with the preparation of file folders and drawers, and taking inventory of files that are going into storage.

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<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year experience of clerical experience.
Certifications and Other Requirements	Basic computer and office equipment skills
Reading	Work requires the ability to read ordinances, contracts, budget reports, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memorandum, letters, notices, and general correspondence at an above average level.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing
Sitting	F	Computer, desk work, answering telephone
Walking	F	Inter-office, to/from different departments, filing
Lifting	O	Documents, boxes up to 30lbs.
Carrying	F	Files, boxes
Pushing/Pulling	O	Cart, boxes
Reaching	R	Retrieving materials, telephone
Handling	F	Records
Fine Dexterity	F	Computer keyboard, writing, filing, telephone keypad
Kneeling	F	Filing
Crouching	F	Filing
Crawling	R	Filing
Bending	O	Filing
Twisting	O	Filing
Climbing	R	Stairs, step ladder
Balancing	R	Stairs, step ladder
Vision	C	Computer monitor, reading, filing
Hearing	C	Communicating with personnel and general public, on telephones
Talking	F	Communicating with personnel and general public, on telephones
Foot Controls	N	
Other (specify)	N	

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Copy machine, fax machine, typewriter, microfilm reader, shredder, general office supplies, computer, printer, standard Microsoft Windows and Office software, Laser fiche

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	C
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)